



**Winston H. Hickox**  
Agency Secretary

# Air Resources Board

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**Gray Davis**  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: May 1, 2001

SUBJECT: SAFETY MEETING IDEAS -- MAY 2001

Suggested issues to discuss during your next meeting are:

### 1. Power Outage Procedures

During a short duration power outage, employees at ARB buildings should stay put. Generally, areas with the most natural light are best to temporarily relocate staff to. This would mean that staff in interior offices, or meeting in areas without a natural light source, would relocate to areas within the facility that do have good natural light.

Managers should ensure that plans are in place for how they will accommodate employees or visitors that have mobility restrictions. They should ensure that those persons would be able to safely move about or exit the building in the event of a blackout. If rolling blackouts are announced in advance, accommodations for employees with mobility restrictions may include allowing them to leave early to avoid potential risk associated with exiting the facility during a blackout, or relocating their work space to an area where such risk can be avoided.

### 2. What to Do If You're in a Vehicle During a Power Outage

At Intersections	STOP at all intersections, then proceed when traffic permits
At Railroad Crossings	STOP at all rail crossings until you 're sure the tracks are clear.
With Law Enforcement	Obey law enforcement officers who are directing traffic.
In An Emergency	If you have to pull off the roadway, use your emergency flashers to alert approaching traffic.
While Driving	Watch out for pedestrians along darkened streets.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

### 3. First Aid for Common Injuries

Not everyone is trained in First Aid and CPR, so read the attached page to learn about some helpful first aid tips for common injuries.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment (see following page)

# First Aid for Common Injuries

**CALL IN CASE OF EMERGENCY** \_\_\_\_\_

**POISON CONTROL CENTER** \_\_\_\_\_

**PHYSICIAN** \_\_\_\_\_

*In all emergencies seek immediate medical attention.  
Dial 911 or your local emergency medical services system (EMS).*

**AMPUTATED FINGERTIP:** Control bleeding with a pressure bandage. Wrap the amputated part in a cold, wet dressing; place it in a plastic bag and pack it in ice. Get both the victim and the amputated part to an emergency department as soon as possible.

**ANIMAL BITE:** Wash the wound with soap and water. Control the bleeding with pressure and cover with a clean bandage. Find the name and address of the animal's owner. Have the victim lay down, and report the bite to your doctor or to a hospital emergency department.

**BROKEN BONE:** If the bone protrudes through the skin, control bleeding with pressure and ice packs. Use padded boards, magazines or any straight and strong objects to keep the limb immobile until emergency help arrives.

**BRUISE (NOT TO THE CHEST OR ABDOMEN):** Apply a cold compress, such as an unopened bag of frozen vegetables, for 10 to 15 minutes several times during the first 24 hours. Elevate a bruised arm or leg above the heart when resting. After the first day apply heat for up to two days. (A bruise to the chest or abdomen may require emergency care.)

**BURN, FIRST DEGREE (REDNESS, MILD SWELLING AND PAIN):** Place the affected part in a container of cool water (not running water or ice water) or use a cold compress. Clean with soap and water, pat dry, disinfect and cover with a sterile, nonstick gauze pad or dressing. Do not use butter, margarine, oil or ointment.

**CUT, MINOR:** Gently clean the injury with soap and water, disinfect and apply pressure with a clean dressing or gauze pad (not cotton)

to stop any bleeding. If no clean cloth is available, clean your hands and use your fingers to apply pressure. If bleeding is severe, elevate the affected part above the heart. If blood soaks through a bandage, don't remove it. Apply another wider one on top of it. Call your doctor if cuts don't close.

**EYE INJURY:** Lay the victim down and cover both eyes loosely with a clean cloth. Keep hands away from the victim's face and avoid direct sunlight. Use ice packs to control any swelling until emergency help arrives.

**FROSTBITE:** Warm up the affected area gradually in warm (not hot) water or cover with warm towels or blankets. Never rub or massage the area or break blisters. Give warm tea or soup but no alcohol. Put a clean cloth or gauze between any affected fingers or toes.

**HEAD INJURY:** Lay the victim down. Make sure nothing is blocking breathing in the mouth. If there's no neck injury, gently place a pillow or other soft support under both head and shoulders and turn the head to one side to prevent choking.

**NO BREATHING OR NO PULSE/BREATHING:** Tap the victim on the shoulder and shout "Are you OK?" If there's no response, tilt the victim's head to open the airway. Look, listen and feel for breathing for three to five seconds. If no breathing is detected, pinch the victim's nose, place your mouth over the victim's mouth, give two full, slow breaths, removing your mouth and allowing the victim's lungs to deflate after each breath. (For an infant, give gentle puffs and blow through both the mouth and nose.) Check the pulse by placing

your fingertips on the groove at the side of the victim's neck. If there's a pulse but no breathing, continue giving one breath every five seconds (or a gentle puff every three seconds for an infant). If there's no pulse and no breathing and you have not been trained in CPR, continue to give breaths until professional help arrives.

**PUNCTURE, MINOR:** Remove any small or shallow objects, such as a splinter. Then see first aid for *Cut, minor*.

**SCRAPE (ABRASION):** Rinse under running water, disinfect and apply a sterile bandage if needed. (If bleeding, see *Cut, minor*.)

**SHOCK, ELECTRIC:** Once the source of the electricity has been turned off and emergency assistance has been called, administer rescue breathing if the victim is unconscious. Treat any serious burns by covering with a sterile dressing and elevating the burned area if possible. For less serious burns, apply cool water. Treat the victim for physical shock.

**SHOCK, PHYSICAL:** Maintain an open airway. Control obvious bleeding. Elevate the legs and feet about 12 inches, unless the victim is unconscious or injury prevents this. Gently put blankets under and over the victim. Don't give anything to drink. Keep the victim on his or her back except in the following cases:

- For a head or chest injury or stroke, keep the head and upper body elevated.
- For a lung disease or heart attack, keep the victim half sitting up.
- If the person is unconscious or vomiting, keep the victim on his or her side.